

Edgecombe County is seeking a HUMAN RESOURCES DIRECTOR to perform difficult professional work planning, directing and implementing the County's human resources and personnel process and system, ensuring compliance with local, state and federal regulations, preparing and maintaining personnel records and files, and related work as apparent or assigned under the general direction of the County Manager.

Comprehensive knowledge of county personnel policies, programs and procedures; comprehensive knowledge of North Carolina worker's compensation program, cafeteria benefits plan including health insurance, property, liability insurance and life insurance and 401(k) or similar retirement plans; thorough knowledge of the North Carolina Retirement Employer Manual (ORBIT) are desired.

Must become a basic Public Personnel Administrator and North Carolina Notary Public within 6 months of hire date. Valid driver's license in the State of North Carolina.

Hiring Salary: \$45,637

Closing Date: Open until filled

Applications available at the Edgecombe County Manager's office, 201 St. Andrew Street, Tarboro, NC 27886 or online at www.edgecombecountync.gov. PRE-EMPLOYMENT DRUG, E-VERIFY AND CRIMINAL SCREENINGS REQUIRED. AA/EOE.